

MARATHON COUNTY JAIL HUBER RULES

Sentenced Huber inmates granted work release status by classification will be allowed to exercise those privileges. It is the policy of the Marathon County Jail to operate under WI Statute §303.08.

Rules governing work release activities of the facility are as follows:

General

Inmates have the ability to request revocation of their Huber status by administrative decision. A request can be submitted to the jail administrator asking to voluntarily revoke Huber; however, no inmate on a child support commitment will be approved without court permission.

Individuals with an Ignition Interlock Device (IID) order must comply with the law regarding all vehicles owned by or registered to the individual. Inmates have 14 days from sentencing to comply with the law to retain Huber status. All OWI sentences require proof of AODA assessment completion.

You will not be allowed out of the facility for more than 12 hours at length or more than 6 days in a row. Any combination of employment, school, community service, child care, and/or caregiving is at the discretion of jail staff and not to exceed these time limits.

Stops for personal reasons are not allowed without jail staff approval. You are required to report directly to your approved location(s) and are expected to remain at that location(s) during the entire time you are released from jail, including breaks or lunch periods. Huber lunches are available for each meal you may miss while away from the jail, meals are not provided upon return to jail.

Transportation is your responsibility. If you will be driving your own personal vehicle, you are required to park in the Wausau Center Mall or in Wausau City Lot #9. Parking passes are available for purchase at the City Hall on Grant Street. Jail approval to obtain the pass must be given prior to parking in these locations. Rides are approved assuming there are no conditions that prohibit contact between you and the driver or passengers. There are bicycle racks available outside of the jail doors, securing your bike with a lock is highly advised.

The use of all social media outlets while serving your sentence is strongly forbidden. Any evidence of social media usage will result in disciplinary action including loss of privileges.

Activities outside of the county are prohibited unless prior approval is granted.

Family or friends are not permitted to visit with the Huber inmate while they are released from the facility without knowledge and permission.

Personal phone calls while exercising Huber privileges are restricted to those permitted by the program coordinator or Huber Officer. Calls to loved ones "to check in" are strictly prohibited.

Employment

If employed, you are required to provide a Marathon Count Adult Detention Facility Huber/Work Release Agreement Form (blue sheet) as fully completed by your employer. If work hours vary, a new schedule of shifts must be provided by the employer weekly. You are responsible for submitting a schedule (orange sheet) of work hours no later than Friday for the upcoming week. Any change in your employment schedule will require a written notice on letterhead from your employer prior to any adjustment.

Paychecks are required to be mailed to the jail. In the event that the employer only participates in direct deposit, a copy of the paystub must be submitted to the Huber office along with timely deposits of fees for each pay period. You are not allowed to charge against or borrow in advance of wages and employers are not allowed to hold or advance wages.

You are allowed only one place of employment. "On call" jobs and split shifts are not allowed. If you quit or get fired from your job you are required to notify the jail immediately. Current or former inmates are not allowed to employ or directly supervise Huber inmates. Working for family members is at jail discretion.

If self-employed, you are required to submit business taxes, including IRS Schedule C, for the previous two tax years. Partnerships and corporations must provide corresponding tax forms as well. You must show proof of a current workman's compensation policy. Sub-contracting is not approved unless the parent business issues payroll checks. You must complete the self-employment questionnaire and submit a detailed itinerary to the Huber Office on a daily basis. You will be limited to 60 hours of release time per week for self-employment. Payments are expected to be made at least once every two weeks for fees incurred.

Upon booking into jail, if you classify for Huber and are employed, **you must provide fee payment prior to being released for work.** If payments for jail fees are not provided in a timely manner and/or not provided in the amount owed, you may be held in from work until fees are paid.

Work Search / Additional Passes

Work search passes are issued after attendance of a planning session with the program coordinator. You will be allowed one work search pass per week for four hours, Tuesdays through Fridays. After six work searches, passes are limited to one per month.

Additional passes to Probation/Parole, Social Security, Department of Transportation, haircuts, court, banking, and other miscellaneous activities are expected to be added in to other release events. Passes to your residence, funerals of immediate family members, and the birth of your biological child must be approved by a jail lieutenant. Additional requests for passes will be reviewed by the jail staff for validity and necessity.

All passes are expected to be filled out completely and accurately by the approved locations, including arrival and departure times along with a verifiable name/signature. It is your responsibility to have your pass filled out properly and submit this to the Huber Officer upon return to jail.

Holidays

Holiday releases require a letter on letterhead from the appropriate employer/agency at least 24 hours prior to the holiday. Self-employed individuals are not allowed release on a holiday. Holidays include: New Year's Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

Those exercising Child Care or Care Giver privileges will need to provide a note on company letterhead, from the appropriate employer/agency at least 24 hours prior to the holiday, specifying the alternate caregiver is working.

Treatment

All treatment appointments and groups will be verified with legitimate treatment facilities and you will be expected to sign any necessary release of information forms to allow for coordination of these events. Self-help meetings such as AA, NA, and SMART will be approved for those serving an ATR or ES Sanction if the agent grants approval, and for those serving a sentence if the judgment of conviction specifically states AA/NA/SMART in the court minutes. You may then choose one meeting from the list posted in your cellblock. Parenting classes will be approved if recommended by your probation agent, social worker, or if ordered by the court or child support agency.

School

You are able to attend school outside of the jail at an educational institution for the following:

- College courses as verified with official schedules from the institution. You will be granted 4 hours on campus for study time each week for every 12 credits enrolled. Online courses will be at the discretion of jail staff and class/study time will be discussed with the instructor for each approved online course.
- High school classes as verified with the school as well as any additional work hour requirements.
- GED/HSED preparation at NTC or Salvation Army.

Community Service

You are welcome to participate in community service inside of the jail as an inmate worker or outside of the jail at an area agency. If you are interested in becoming an inmate worker, a request must be sent to the Huber category on the kiosk. If you are interested in community agencies then please send a request to the program coordinator to start the process. You are not allowed to participate in both credit areas.

Community service can be performed under the following conditions:

Facility or kitchen workers that are serving an ATR, ES Sanction, or child support contempt sentence that are eligible for fine reduction by the clerk of courts will be allowed to perform those hours in house.

Non-inmate workers serving an ATR or ES Sanction that are eligible for fine reduction by the clerk of courts or that have court or probation ordered hours will be scheduled for an intake appointment at Attic for placement at a worksite.

Those eligible for the Incarceration Alternatives program will follow all procedures pertaining to that program. You can contact the program coordinator to discuss your community service situation.

Child Care

Child care for minor biological children will be approved upon completion of the Child Care Information Form and after agreeing to/signing the Marathon County Child Care Rules. You will be required to submit at least one birth certificate proving maternity/paternity and you must provide a work schedule on letterhead (with supervisor contact information) for the alternative caregiver/parent. A verified high school or college schedule is also acceptable. Child care for ages 14 to 17 will only be allowed if the alternative caregiver works during the overnight hours (8pm to 6am).

The Huber Officer may require proof of custody and placement in cases where a social services order or divorce or separation decree is in effect. Failure to cooperate with providing these documents will result in denial of child care privileges.

Care Giving

In order to provide care for an adult, you must submit the following:

- Court approval as stated on your judgment of conviction.
- A letter from the patient's primary care physician stating the level of care needed from you. This letter must verify that you have been providing care for at least the past 30 days.

Hours allowed for care giving will be at the discretion of jail staff in relation to the physician's recommendations.

Medical

You are able to seek medical care by sending a request to the medical department but only if you are an *employed* Huber. Medical passes to the provider of your choice will be approved and issued by medical staff in the event you are *gainfully employed and/or have proof of valid health insurance coverage*. **Please note that Badgercare is NOT valid while you are incarcerated unless you have an exemption for childcare or pregnancy.** Medication times that occur during your time outside of the facility are your responsibility and prior to release each day you are expected to ask the Huber Officer for all medications that will be missed. Missed medications will not be given upon return to jail. You are not allowed to take any other prescription or over the counter medications while out of the facility.

Laundry

Laundry services will be available on a weekly basis for personal clothing, not to include jail issued articles. Specific times and days for laundry opportunities will be posted and the limit is 6 inmates in the laundry room at one time, at the discretion of the Huber Officer. The purchase of laundry soap and the machine fee are your own responsibility. You will be escorted to your locker by an officer to collect your items and will be secured

in the laundry area until finished; no additional trips to your locker are permitted. Your personal and clothing items are subject to search at any time.

Searches/Contraband

Strip Searches of your person will be conducted by the Huber officer, upon each exit and return to the jail, pursuant to policy. Personal belongings and Huber lockers are subject to searches at any time.

Weaponry, tools, cell phones and other electronics, cash beyond \$20, food, tobacco products and lighters, canteen items, any illegal substances or items, and prescription or over the counter medications (unless noted by medical staff for use outside of jail) are not allowed and are considered contraband. Contraband other than electronics will be disposed of (thrown out) upon discovery along with possible disciplinary action. Electronics including cellular phones will be confiscated and placed in secured property until the final release date of the inmate – at this time only will it be returned. In addition, disciplinary action not to exceed 5 days loss of Huber or loss of Huber for 45 days as a result of reclassification can occur if contraband is introduced into the facility or the inmate is found with contraband on more than once occasion.

Sobriety/Discipline

You are required to be sober and drug free at all times. You will not be housed in a Huber block if a breathalyzer or urinalysis results in a positive reading. Upon booking into the facility with a Huber sentence, you will be subject to these tests. A positive breathalyzer will result in 48 hours without Huber. A positive urinalysis will result in loss of Huber until a retest produces a negative reading. You can request a retest no sooner than 5 days after the initial test and you will be charged \$10 for each retest. After the first two positive tests, you will be required to have the money on hand for the third and subsequent tests until a negative test is achieved.

Throughout your Huber sentence, random breathalyzer and urinalysis testing will be conducted. Inmates will be required to provide a requested urine sample within 8 hours and will forego any release until the sample is provided.

Failure to provide the sample will result in discipline up to 5 days loss of Huber privileges and may result in loss of Huber for 45 days as a result of reclassification.

Positive urinalysis or breathalyzer tests will result in loss of Huber for 45 days as a result of reclassification. Additionally, a positive urinalysis reading will result in a \$10 processing fee being charged to your account. You are able to request a urinalysis test to be performed by a jail specified third party if the onsite test results in a positive reading. This service must be paid for out of your account or prepaid by an outside source which you must personally arrange. If you have a debt as reflected in the jail financial system, you are not eligible to charge the service to your account; funds must be available beyond any debt owed. If the third party test results in a negative reading, you will not incur any disciplinary action. If the third party test results in a positive reading, discipline up to 5 days will be imposed along with 45 day loss of Huber as a result of reclassification.

Tampering with a sample will result in additional disciplinary action up to 5 days will be imposed along with 45 day loss of Huber as a result of reclassification.

Failure to return the original portion of a pass will result in 30 days loss of passes. Forgery of a pass or any other document submitted to the jail will result in discipline up to 5 days and 45 days loss of Huber as a result of reclassification. All disciplinary action is at the discretion of the jail staff and jail lieutenant. Returning to Huber after a violation will be in accordance with classification.

Any AWOL occurrence will negate the privilege of Huber for the duration of the sentence being served as well as any jail time ordered on a conviction of Escape-Criminal Arrest 946.42(3)(A).

Electronic Monitoring Program

Marathon County Jail offers an Electronic Monitoring Program (EMP) to eligible inmates. Qualifying inmates include those who classify with Huber privileges and score appropriately on subsequent assessments. If you are interested in participating in the program please send a request to the Classification/EMP officer and ask for an EMP application. After your application has been processed and assessments have been conducted you will be notified of your acceptance or denial.